

**W&M Civic & Community Engagement AmeriCorps
Head Start Mentor (14 positions)
Williamsburg, VA**

Service Position: AmeriCorps Head Start Mentor

Employment Category: Student Employee, Hourly

Service Location(s): Williamsburg-James City County Head Start
James River Elementary (4 members)
Norge Elementary: (4 members)
Poplar Creek Center (4 members)
York County Head Start
Griffin Yeates Building (2 members)

Department: 2D5000 Civic & Community Engagement

Unit Mission Statement: Together with members of William & Mary and our broader communities, we cultivate equitable and transformational relationships, and provide programming and resources for students to become lifelong community-centered leaders.

Position Summary: The Head Start Mentor provides support to young people ages three to five in early childhood care in the areas of literacy, self-regulation, and positive self-identity. They deliver high-impact literacy and social emotional support, tutoring, and prosocial activities during the traditional school day or aftercare hours. In addition, Head Start Mentors also support occasional family engagement activities.

Immediate Supervisor & Contact Information: Head Start Site Supervisor

Member Impact: Head Start Mentors will develop the literacy and social emotional skills of three-, four- and five-year-olds in partnership with their families.

Service Position Summary:

Essential Functions of Position (all basic duties that must be performed with or without reasonable accommodations)

Responsibilities include:

Direct Service 50%

- Provide effective social-emotional curriculum and culturally responsive literacy tutoring to preschool children during the traditional school day or during after-care hours
 - Assist in centers and outside gross motor development
 - Implement session plans for each assigned child
 - Continually assess and adapt daily plans and overall progress to ensure each child's target outcomes are met
 - Create engaging, physically, emotionally safe, and inclusive environments to encourage play, exploration, and learning across developmental domains
 - Create environments and experiences to value, affirm, and respect diverse needs, abilities, experiences, and backgrounds
 - Utilize group management strategies based on theories of child development
- Participate in one weekly session during the traditional school day or after-care
- Participate in one family engagement event (aftercare hours, evening, or and weekend)
- Participate in Martin Luther King, Jr. Day of Service

Administration, Preparation & Support 30%

- Record tutor notes on all sessions with assigned children
- Participate in bi-weekly reflection and monthly coaching sessions
- Collect data on participant engagement and progress including recording data in data management system(s)
- Adequately prepare for each lesson, which might include reviewing lessons, picking out appropriate activities, making copies, gathering manipulatives
- Drive a W&M van or personal vehicle to and from service

Training 20%

- Complete training plan which includes onboarding on periodic training throughout the service term, up to 20 hours. This includes completing assigned training on curricula and the developmental needs of young children and their families during the early childhood years

Qualifications:*Required:*

- Citizenship or permanent residency status (Green Card)
- High school graduate or GED certification
- 17 years of age or older
- Pass the Criminal History Check

Preferred:

- Experience or interest in working with young people
- Driver's License

Commitment Required:

Member will serve at the Abbreviated Time level (100 hours at approximately 4 hours per week) during the academic year (September through May).

- One weekly mentoring shift between 9 am - noon, M-F for 24 weeks of programming throughout the academic year, including prep and supervision for each session
- Bi-weekly reflection and monthly coaching sessions
- One family engagement event (aftercare hours, evening, or weekend)
- Complete training plan which includes onboarding on periodic training throughout the service term, up to 20 hours.
- Participate in Martin Luther King, Jr. Day of Service on January 20, 2025

Education Award Amount:

Estimated, based on 2023-24 Abbreviated Time: \$416.17

Benefits:

All members have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. See [HR's Other Benefits & Discounts](#).

In addition, the AmeriCorps program will include the following opportunities:

- Leadership development
- Development of specific education and youth development skills, of particular interest to those pursuing careers in education and psychology
- Monthly coaching for personal & professional growth
- Career development workshops on translating their AmeriCorps experience into future success
- Professional networking opportunities

W&M's statement on background checks: William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. In addition, AmeriCorps has its own requirements. Between both, the following will be included in background investigations:

- Reference checks
- State criminal history check, which may include out-of-state state checks
- National Sex Offender public website
- FBI fingerprint-based check
- When appropriate, a financial (credit) in compliance with the Fair Credit Reporting Act (FCRA) and report or driving history check.

W&M's EEO Statement:

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

For additional information contact Joy Jackson in Civic & Community Engagement at William & Mary at joy@wm.edu or 757-221-2738.